

11 KAR 20:060. Records and reports.

RELATES TO: KRS 164.7894

STATUTORY AUTHORITY: KRS 164.744(2), 164.7894

NECESSITY, FUNCTION, AND CONFORMITY: KRS 164.744(2) authorizes the authority to provide scholarships. KRS 164.7894(6) requires the authority to promulgate administrative regulations as may be needed for the administration of the program. This administrative regulation establishes recording and reporting requirements for educational institutions under the Kentucky Coal County College Completion Scholarship Program.

Section 1. End-of-Term Reporting. (1) At the end of each academic term, the institution shall submit to the authority an accurate and complete record of the scholarship recipient's status including:

- (a) Number of credit hours successfully completed during the academic term;
- (b) Total credit hours earned as of the end of the academic term; and
- (c) If the student has earned a bachelor's degree:
 - 1. The date of graduation;
 - 2. The degree earned; and
 - 3. The degree major.

(2) Reports under this section shall be completed before funds for the next academic term under this program will be disbursed by the authority.

Section 2. Records and Reports. An educational institution shall:

- (1) Establish an organized system of records pertaining to scholarship recipient eligibility;
- (2) Maintain these records for a period of not less than three (3) years after the award year in which the recipient ceased enrollment; and
- (3) Upon request, make available to the authority:
 - (a) All records relied upon by that institution to certify that any recipient of funds from the authority is an eligible student; and
 - (b) Information necessary to verify that the institution has complied with:
 - 1. 11 KAR Chapter 20; and
 - 2. Representations and requirements contained in its agreement with the authority. (41 Ky.R. 1248; 1509; eff. 2-6-2015; Crt eff. 9-28-2018.)